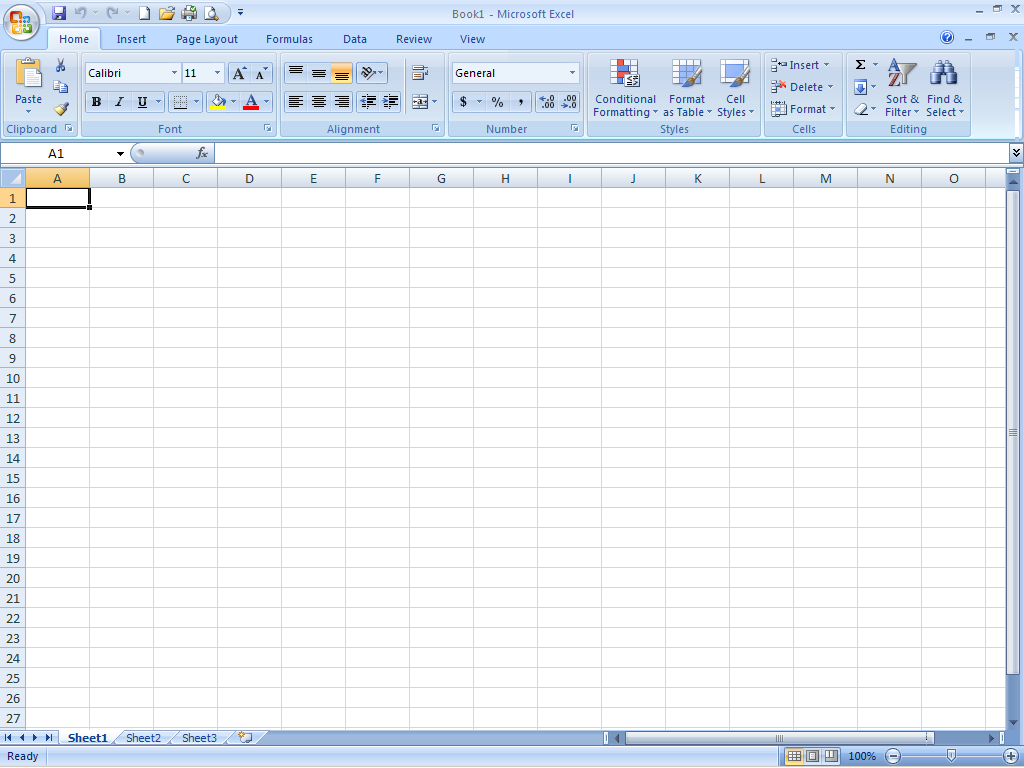
**PARTS OF A WORKSHEET/SPREAD SHEET**



Worksheet Tab

Office Button

Cell Number box

Select All Button

Formula Box

Cell G12

Row 12

Column G

View Buttons

Worksheet Tab

Scroll Buttons

Insert Worksheet Button

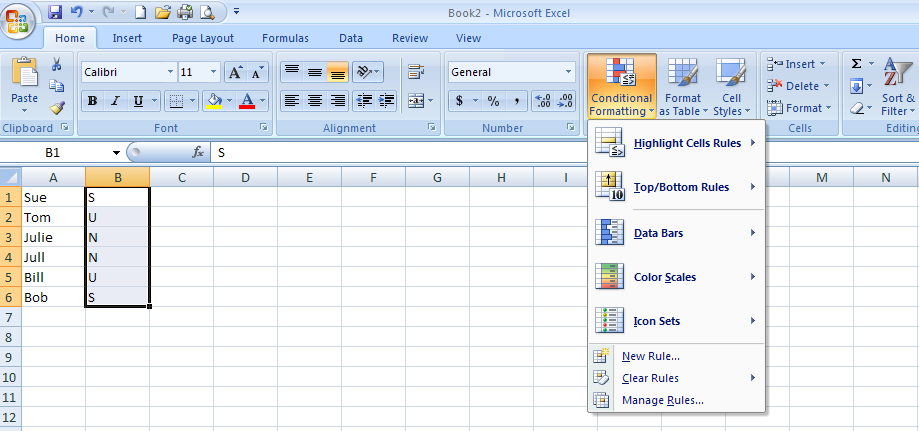
Zoom Controls

|  |  |  |
| --- | --- | --- |
|  |  | |
| **FORMATTING A SPREADSHEET**  **Fill Handles** |  | |
| The bottom right corner has a small black square called Fill Handle. Figure 2-5: The fill handle is the black square in the lower-right corner of the selected range.  Dragging the Fill Handle across cells will continue with a pattern, such as numbering, days of the week or month. | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
|  |  | |
| **SORT** To sort a single column alphabetically or numerically in increasing or decreasing order:   * Click on the column letter to select the entire column * Click the “AZ button on the toolbar. To keep cells on a row all together, but still put the rows in increasing or decreasing order, Select ALL OF THE COLUMNS.  **Filter**  * Filter is similar to sort, but rather than just changing the order of items, it “hides” items. Filtering applies to VIEWING and to PRINTING the sheet, but at all times the data is still in the spreadsheet and can be retrieved by removing the filter. Filtering can only use data in one column at a time. * To apply a filter, select one column by clicking on the heading letter of the column. Choose the Data menu, then Filter, then AutoFilter. A checkmark appears next to AutoFilter. * As you look at the selected column, notice there is now a small “drop-down menu” triangle on the top right side of the column. Click this triangle button and select the item you wish to SEE. All rows that do not contain the selected data will disappear. To change the data on which you filter, click the triangle button again and choose a different item.   **HOW TO WRITE FORMULAS**  First: =  Second: =SUM  Third: Highlight the cells you want to include. They will automatically be included in the formula =SUM(A1:A5)  The formula used to add cell A1 to A5 : = SUM(A1: A5)  The formula used to average cell A1 to A5: =AVERAGE(A1:A5)  The formula used to count the number of rows from cell A1 to A5: COUNT(A1:A5)  **FORMULAS FROM GRADE BOOK SPREADSHEET**  Count all of the S’s =COUNTIF(B5:B25,"S")  Count all of the N’s =COUNTIF(B5:B25,"N")  Count all of the U’s =COUNTIF(B5:B25,"U")  Count the grades from 100 to 87 =COUNTIF(C5:C25,">=87")  Count the grades from 71-86 =COUNTIF(C5:C25,">=70")-COUNTIF(C5:C25,">86")  Count the grades from 0 -70=COUNTIF(C5:C25,"<=70")  **ORDER OF OPERATION**   1. Any operations that are in parentheses, from left to right 2. Exponentiation (^) 3. Multiplication (\*) and division (/) 4. Addition (+) and subtraction (-) |  | |
|  |  | |

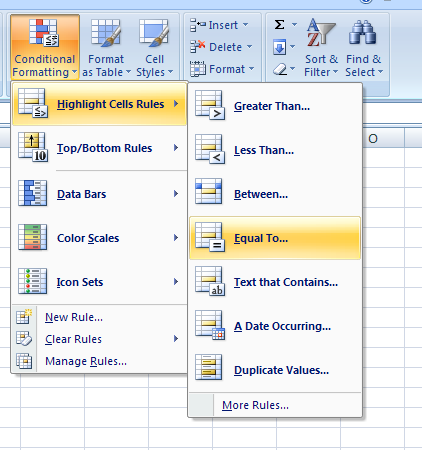
**CONDITIONING FORMATTING** allows you to highlight selected cells.

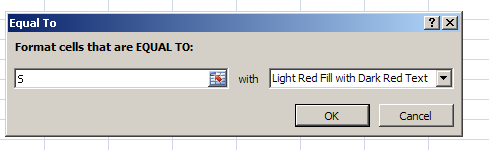
Conditional

Formatting



To have the S’s a certain color. Conditional Formatting…Highlight Cells Rules…Equal To…





**Highlight #’s that represent S, N, U**

Conditional Formatting….Between…

To highlight #’s that represent U’s

